

## Business Change Initiative Month-end Report

The Business Change Initiative (BCI) has now entered Phase II. This phase is additive and encompasses a variety of additional changes that support PP&C activities and enable programs and projects to consistently apply best practices.

Current as of February 28, 2014

<b>Discipline/Mission</b>	<b>Recent Accomplishments</b>	<b>Recent Progress</b>	<b>Future Milestones</b>
<b>Scheduling</b> ➤ To consistently develop, analyze, and evaluate project schedules	<ul style="list-style-type: none"> <li>Released Goddard Schedule Analysis Tool (GSAT) version 3</li> <li>Taught Product Development Lead "Schedule Matters" training course</li> <li>Completed schedule metrics "back-testing" for launched mission</li> </ul>	<ul style="list-style-type: none"> <li>Providing technical support to GSAT users</li> <li>Holding ongoing one-on-one schedule metrics/GSAT feedback meetings with planners</li> <li>Coordinating Schedule Risk Analysis (SRA) kick-off with the flight project</li> </ul>	<ul style="list-style-type: none"> <li>Conduct SRA exercise with flight project</li> <li>Enhance GSAT</li> <li>Host JACS SRA demo for planners</li> <li>Publish schedule metrics back-testing results for stakeholders on launched mission</li> <li>Conduct feasibility study on MS Project Server</li> </ul>
<b>Management Reporting</b> ➤ To refine reporting to minimize redundancy and add transparency	<ul style="list-style-type: none"> <li>Completed schedule reporting compliance analysis for flight projects</li> <li>Released new Monthly Status Review (MSR) process for flight projects and Center operations</li> <li>Provided and updated MSR guidance via the Management Reporting Knowledge Network</li> </ul>	<ul style="list-style-type: none"> <li>Interviewing projects to identify opportunities to coordinate various reporting and analysis requirements</li> </ul>	<ul style="list-style-type: none"> <li>Assign thresholds to select MSR metrics</li> <li>Develop MSR templates to assist analysts in creating required charts</li> </ul>
<b>Earned Value Management (EVM)</b> ➤ To advance performance management analysis and execution	<ul style="list-style-type: none"> <li>Completed budget planning tool assessment</li> <li>Established an EV Circular on SharePoint for the GSFC community</li> <li>Presented Goddard EV progress at NASA EVM Working Group held at Kennedy Space Center</li> <li>Implementing scalable EVM system for GSFC instrument projects</li> <li>Presented Goddard EV progress at GSFC Combined Resources Forum</li> <li>Finalized EVM Curriculum Guide in SharePoint</li> <li>Posted "EVM Fundamentals for Flight Projects" to BCI SharePoint portal</li> <li>Taught Earned EVM overview course to Product Development Leads on 2/26</li> </ul>	<ul style="list-style-type: none"> <li>Testing "eCAM Notebook" with LCRD project data and finalizing SharePoint structure</li> <li>Resolving software issues with Empower tool demo</li> <li>Testing Management Information System (MIS) financial model in anticipation of migrating from Code 700 Server to a Code 400 platform</li> <li>Planning next EV Roundtable and building collaboration site for event attendees</li> </ul>	<ul style="list-style-type: none"> <li>Host recurring EV Roundtables for project EVM analysts</li> <li>Develop variance analysis training</li> <li>Develop roadmap to communicate appropriate EV training schedule (fundamentals/intermediate/advanced)</li> <li>Adapt MIS budget tool for general use</li> <li>Deploy EV glossary that is hyperlinked with related EV documents</li> <li>Develop EVM Implementation Process Map for new programs and projects</li> </ul>
<b>Business Rapid Information, Skills and Knowledge (BRISK)</b> ➤ To improve knowledge and training; to aid in transfer of BCI deployments	<ul style="list-style-type: none"> <li>Hosted Combined Resources Forum and BCI Showcase with Goddard business community on 2/19</li> <li>Updated SharePoint site</li> </ul>	<ul style="list-style-type: none"> <li>Collecting feedback from Combined Resources Forum via Survey Monkey</li> <li>Developing NASA Procedural Requirement 7120.5E Business Overview package</li> <li>Evolving and deploying the Resource Analyst (RA) Assessment Tool</li> </ul>	<ul style="list-style-type: none"> <li>Brief NASA Procedural Requirement 7120.5E class to Integration Team</li> <li>Finalize and circulate FPD subject matter expert list</li> <li>Deploy a RA Assessment Tool</li> <li>Build a Joint Confidence Level (JCL) course for Resources personnel in partnership with the Cost Estimating Action Team</li> </ul>
<b>Cost Estimating</b> ➤ To standardize techniques and	<ul style="list-style-type: none"> <li>Selected topics for next phase of cost management change activities</li> </ul>	<ul style="list-style-type: none"> <li>Incorporating comments and edits to Instrument Cost Capture best practice instruction (BPI)</li> </ul>	<ul style="list-style-type: none"> <li>Deploy cost BoE template and publish BPI</li> <li>Deploy Instrument Cost Capture</li> </ul>

<b>Discipline/Mission</b>	<b>Recent Accomplishments</b>	<b>Recent Progress</b>	<b>Future Milestones</b>
documentation of cost estimating processes	<ul style="list-style-type: none"> <li>• <b>Developed sample variance analysis with follow-on actions</b></li> </ul>	<ul style="list-style-type: none"> <li>• Collecting data to develop reference profiles</li> <li>• Finalizing draft versions of the variance analysis report BPI</li> <li>• Soliciting top three work breakdown structure (WBS) issues from internal team to shape WBS optimization product</li> </ul>	<p>proposal for in-house and out-of-house projects and publish BPI</p> <ul style="list-style-type: none"> <li>– Deploy SATERN-based “JCL Overview” training course</li> </ul>
<b>FPD Web Architecture</b> <ul style="list-style-type: none"> <li>➤ To coordinate and organize web communication needs—externally and internally</li> <li>➤ To increase accessibility, usability and availability of needed resources</li> </ul>		<ul style="list-style-type: none"> <li>• Receiving feedback from FPD executive management on flight projects’ external site</li> </ul>	<ul style="list-style-type: none"> <li>– Activate nasa.gov FPD external site, pending management approval</li> <li>– Prepare for transition of internal site from current site to SharePoint site</li> </ul>
<b>PP&amp;C Tools</b> <ul style="list-style-type: none"> <li>➤ To design framework for Configuration Management (CM)</li> <li>➤ To provide a common set of tools for CM at FPD and Code 500</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Completed snapshot matrix of the current status of project data management systems being used by various projects</b></li> <li>• <b>Conducted a demonstration of the NGIN tool for COMET users and TerraXML product</b></li> <li>• <b>Developed graph of data management systems currently in use at Goddard</b></li> </ul>	<ul style="list-style-type: none"> <li>• Investigating the capabilities of Windchill, which is being used by a FPD flight project and other NASA centers</li> <li>• Investigating the use of TerraXML, a Windchill add-on, which offers users direct access to their data</li> <li>• Initiating task order to start pilot for feasibility study on flight project</li> <li>• Developed draft tooling matrix</li> </ul>	<ul style="list-style-type: none"> <li>– Demonstrate new TDMS (MIS upgrade) to Code 460 on 3/11</li> <li>– Conduct a shared user community meeting</li> <li>– Develop high-level requirements for a common FPD CM system</li> </ul>
<b>Document Management</b> <ul style="list-style-type: none"> <li>➤ To create a standard template for document development in FPD to improve organization</li> </ul>		<ul style="list-style-type: none"> <li>• Updated and finalized template and instructions</li> <li>• Prepared approval routing package</li> </ul>	<ul style="list-style-type: none"> <li>– Release document template for FPD use</li> <li>– Host Document Management roundtable (open to all FPD)</li> </ul>